

**OFFICE OF STATE PERSONNEL  
OPERATIONS AND TOTAL COMPENSATION  
PERSONNEL**

Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.


**APPROVAL RECOMMENDED**



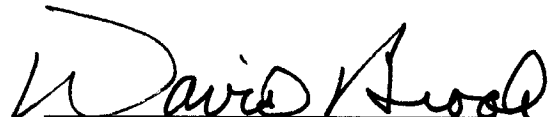
Ellen Machacek, Chief Records Officer  
Office of State Personnel



Brenda Warburton, HR Partner/Personnel Officer  
Personnel

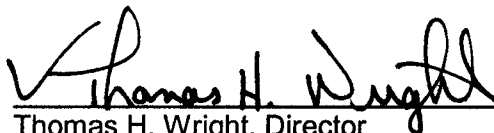


Carl Goodwin, HR Managing Partner  
Operations and Total Compensation




David Brook, Director  
Division of Historical Resources

**APPROVED**



Thomas H. Wright, Director  
Office of State Personnel



Lisbeth C. Evans, Secretary  
Department of Cultural Resources

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**Item 158. Personnel File.** Record copies in paper and microfilm formats of all personnel action forms, applications, and correspondence for government employees. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy paper records currently held in the State Records Center 30 years from date of record. Destroy microfilm currently held in the Archives vault [dated from 1952 (and prior) to 1956] 30 years from date of record.

**Item 159. Personnel (B. Inactive Local Files) File.** Record copies of all personnel action forms, applications, and correspondence for government employees. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently held in the State Records Center 30 years from date of record.

**Item 161. Personnel (D. UNC Personnel Records) File.** Record copies of all personnel action forms, applications, and correspondence for government employees. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.)

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy records currently held in the State Records Center 30 years from date of record.

**Item 10867. Personnel File.** Individual personnel files in paper, microfilm, (1978-1990) and electronic formats (1991 -) for all state employees subject to the State Personnel Act. File includes Applications for Employment (PD-107), correspondence, Longevity Pay Request Forms, Personnel Action Forms (PD-105), Personnel Update Forms, and Total State Service Update Forms. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.) (Note: Records dated prior to 1982 have been previously transferred to the State Records Center as Item Nos. 158, 159, 160, and 161.) (File maintenance and backup procedures conducted by Information Technology Systems (ITS)).

DISPOSITION INSTRUCTIONS: Scan in office paper records when received. Destroy in office paper copies of scanned records 30 days after all quality control procedures have been completed. Erase/destroy electronic records 30 years after employee terminates service. Destroy microfilm dated 1978 – 1990 in office 30 years from date of record.

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**Item 27056. Signature Records File.** Records concerning signatures of persons reviewing employee personnel records. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Office of State Personnel, Public Information Office (PIO).